



Job Opportunity

State Controller's Office

Position: Associate Information Systems Analyst (Specialist) | **Statewide**

Location: Information Systems Division
300 Capitol Mall, Suite 701, Sacramento, CA 95814

Issue Date: 7/13/00

Final Filing Date: Until Filled

Contact/Telephone:
Recruitment Officer, 916-322-3030

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-1470-006
Reference #00-110

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction from the Data Processing Manager II, PC Operations and Maintenance Group, the incumbent is the primary analyst expected to maintain the Controller's Office inventory of all information technology (IT) equipment and software. The incumbent must be knowledgeable in State policies, guidelines, and procedures to support IT inventory life cycle and its responsibilities as well as State IT procurement practices. This support is defined as being able to intake, process, and deliver all IT equipment and software; key enter, maintain, manipulate, and report pertinent data using an automated inventory system; as well as repair and dispose of IT equipment and software. Incumbent must be able to lift at least 50 pounds and work with a team to accomplish all IT inventory duties. All duties are performed within the framework of the Controller's Office mission and values.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Perform all duties specific to maintain the inventory of all IT equipment and software in the Controller's Office.
- Facilitate repair for IT equipment under warranty or contract.
- Prepare and report statistics, monthly and at management request, specific to IT equipment and software inventory. Manage IT equipment and software baseline figures and document increases or decreases. Ensure IT equipment and software inventory data matches purchasing activity and records.
- Perform configurations, based on standards, on IT equipment.
- Collaboratively maintain the automated IT inventory database for content accuracy, security, assignment, and audit purposes.
- Partner with division contacts to ensure data modifications are accurate, are submitted monthly, and processed within service levels.
- Resolve issues related to hardware and software back-ordered, expedited, or returned.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Participate in assignments or projects, which have IT inventory impact and require analysis and recommendations.
- Maintain IT inventory knowledge of industry trends and State practices as they evolve and change through the use of the Internet, focus groups, and professional relationships.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Information Systems Division

300 Capitol Mall, Suite 701

Sacramento, CA 95814

Attn: Recruitment Officer #00-110 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD.678.)